

<b>NEVADA DEPARTMENT OF CORRECTIONS</b>	<b>SERIES 600 HEALTH CARE SERVICES</b>	<b>SUPERSEDES: AR 602 (10/27/02)</b>
<b>ADMINISTRATIVE REGULATIONS MANUAL</b>	<b>ADMINISTRATIVE REGULATION 602 STATISTICS AND REPORTS</b>	<b>EFFECTIVE DATE: 12/17/03</b>

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MANDATORY REVIEW DATE

10/27/04

### **PURPOSE**

To describe the necessary statistical information to be collected and the methods for reporting such data within the Department.

### **AUTHORITY**

NRS 209.131  
NRS 209.136

### **DEFINITIONS**

None.

### **RESPONSIBILITY**

All Medical Division Staff are responsible to have knowledge of and comply with this procedure.

The Chief of Medical Fiscal Services will be responsible to compile, maintain, and distribute system wide reports.

## **APPLICABILITY**

Applies to the gathering and reporting of inmate information as listed below.

## **PROCEDURES**

### **602.01 STATISTICS AND REPORTS**

1.1 The Medical staff at each institution and facility in the Department will maintain accurate statistics on the delivery of health services, prepared in a monthly report with an annual statistical summary and will submit this report to Medical Administration.

1.2 Each Director of Nursing Services will compile statistics on health care delivery at their institution, as well as adjacent conservation camps for which they are the gatekeeper institution. Facility Managers/designee have this responsibility at remote conservations camps and restitution centers.

1.2.1 Medical statistic reports will cover the period of time from the first day of each month through the last day of each month.

1.2.2 Copies of the Medical Statistical Reports will be sent to the following: Respective Warden, Medical Director, Chief of Medical Fiscal Services, and Chiefs of Nursing Services.

1.2.3 Medical statistical reports will include but are not limited to the following information:

- Institution/facility name;
- Date;
- Name and title of person preparing the report;
- Sick call visits:
  - by physician;
  - by nursing;
  - by psychiatrist;
  - by physician extender; and
  - by advanced practitioner of nursing (when applicable).

- Inside clinic appointments (i.e., optometrist, orthopedist, etc.);
- Outside appointments (i.e., orthopedic, cardiology, gynecology, etc.);
- Mandown calls (i.e. emergencies on the yard or in the units);
- Number of inmates presently on medication;
- Number of prescriptions written for months;
- Number of prescriptions purchased in the community;
- Number of controlled substance prescriptions written for the month;
- Number of x-rays taken at the institution;
- Number of x-rays taken at community provider;
- Number of visits to emergency rooms;
- Number of admissions to community hospitals;
- Number of inpatient hospital days;
- Number of admissions to institutional infirmaries;
- Number of infirmary days;
- Number of new intake physical examinations;
- Number of routine inmate physical examinations;
- Number of restitution center/camp physical examinations;
- Number of minor surgeries (performed at infirmary or clinic);
- Number of major surgeries;
- Number of newly diagnosed cases of Hepatitis, tuberculosis, venereal diseases, AIDS;

- Any catastrophic cases (i.e., leukemia, renal disease, AIDS, major heart problems);
- Number of inmates issued eyeglasses, prosthetics, etc.;
- Number of inmates seen by institutional dentist;
- Number of inmates receiving dental care by community dentists or oral surgeons;
- Number of inmate deaths and the cause of death; and
- Unusual occurrence visits, initial and follow-up.

### 1.3 Psychological/Psychiatric Statistics

1.3.1 A designated psychologist at each institution will be responsible for compiling statistics on mental health care delivery.

1.3.2 Copies of the Mental Health Statistical Reports will be sent to the following staff:

- Respective Warden;
- Medical Director;
- Chief of Medical Fiscal Services; and
- Chief of Nursing Services.

1.3.3 Mental health statistical reports will cover the period from the first day of the month through the last day of the month. These statistics will include the following information:

- Number of inmates on psychotropic medications;
- Number of inmates refusing psychotropic medications;
- Number of inmates involuntarily medicated;
- Number of inmates seen by the psychiatrist;
- Number of inmates seen by the psychologist(s);
- Number of transfers to a Mental Health Unit;

- Number of inmates secluded or restrained for mental health reasons;
- Number of reviews by the Independent Review Committee;
- Number of inmates transferred to Lakes Crossing or other non-NDOC psychiatric facility; and
- Number of inmates transferred to out of state prison psychiatric units.

1.3.4 On a quarterly basis, in-depth mental health reports will be prepared as outlined in the Department’s Administrative regulation 643.

1.4 The Health Care Professional/designee will meet with the Warden at least quarterly and submit statistical summaries and quarterly reports on the health care delivery system and health environment of their respective institution. **(3-4328)**

**REFERENCES**

ACA Standards 3-4328

**ATTACHMENTS**

None.

\_\_\_\_\_  
Jackie Crawford, Director

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Date

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Ted D’Amico, D.O., Medical Director

\_\_\_\_\_  
Date

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                                  Yes                      No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**

